

# Stay In"Formed"

The E-1 Form serves a similar function for new personnel as the Personnel Agency Form (PAF), but it allows Fire Service Agencies to go one step further by affiliating new personnel as well as allow the new affiliate to submit their fingerprints at the same time without waiting to submit an application for certification. This form is meant to be used for only new personnel who have not already been fingerprinted but will require DPSST certification. It is also the only way to submit fingerprints to DPSST for processing without an attached application for certification. Below you will find some tips about the proper way to fill out an E-1 form to help make the process as smooth as possible.

**DPSST Office Use Only**  
DPSST  
Fire Service # \_\_\_\_\_  
Date \_\_\_\_\_  
By \_\_\_\_\_  
LEDS  OECI   
Check      Check

Oregon Department of Public Safety Standards and Training

**E-1: Application for Personnel Affiliation and Certification Eligibility**

Fax: 503-378-4600 Mail: 4190 Aumsville Hwy SE; Salem OR 97317  
Questions? Call DPSST at 503-378-2100  
Revised November 2018



**PERSONNEL INFORMATION**

Fire Service Agency Name				
Last Name	First Name	Middle Inl	Date of Affiliation	DPSST Fire # (Leave Blank if New)
Gender M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth	US Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>	Background Investigation Completed per OAR 259-009-0015? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Does the above listed fire service agency require DPSST certification to continue the affiliation of this fire service professional?** Yes  No

**IF YES**, the fire service professional must meet the minimum standards for certification pursuant to OAR 259-009-0059. NOTE: A fingerprint-based state and national criminal background check pursuant to OAR 259-009-0059 must be completed if the fire service professional has never been fingerprinted for DPSST certification purposes. If required, fingerprints must be submitted in accordance with <http://www.oregon.gov/dpsst/FC/docs/Fingerprinting%20and%20Background%20Investigations/FAQ-Fingerprints.pdf>. Should the fire service professional have a criminal conviction that would preclude him/her from receiving DPSST certifications, DPSST will take action to deny this Application for Personnel Affiliation.

**IF NO**, please complete and submit a Personnel/Agency Form in lieu of this form. Found here <http://www.oregon.gov/dpsst/FC/pages/firecertformfree.aspx>.

**SIGNATURES**

As the applicant, I understand that the fire agency with which I am affiliating requires DPSST certification as a fire service professional and that a fingerprint based criminal history check may be completed as part of the initial personnel affiliation process. I understand that if I have been convicted of a disqualifying crime(s) my affiliation with this fire agency may be denied and my certifications subject to denial or revocation pursuant to OAR 259-009-0070.

\_\_\_\_\_  
Signature of Applicant      \_\_\_\_\_  
Date

As an authorized signer, I have reviewed this form for completeness and accuracy. I understand that DPSST will deny this application for affiliation should the fire service professional listed on this form fail to meet the minimum standards for certification. I also understand that falsification of this document makes my certifications subject to denial or revocation under ORS 181A.640 and OAR 259-009-0070.

\_\_\_\_\_  
Signature of Agency Head or Designee      \_\_\_\_\_  
Printed name of Agency Head or Designee      \_\_\_\_\_  
Date

Fill this section out completely, each box is required.

Like the PAF, a background check is required for any new personnel to your agency prior to DPSST affiliation.

If the answer to this question is no, please fill out a PAF. In this case, fingerprints are only required for certification.

Signature of applicant is the required to give DPSST permission to complete out criminal history check that includes processing the included fingerprints.

Finally a signature from an agency designated signer is required. If you are not sure who the signers at your agency are please call or email DPSST Fire Program staff for assistance.